



# BRANDON SCHOOL DIVISION

October 3, 2018

NOTICE IS HEREBY GIVEN OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES

TO BE HELD TUESDAY, OCTOBER 9, 2018  
6:00 P.M. (In-Camera) 7:00 P.M. (Public)

J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE

1031 - 6TH STREET, BRANDON, MANITOBA

D. Labossiere  
Secretary-Treasurer

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## AGENDA

### 1.00 AGENDA/MINUTES:

#### 1.01 Approval of Agenda

#### 1.02 Adoption of Minutes of Previous Meetings

- a) Special Board Meeting, September 24, 2018.  
Adopt.
- b) Board Meeting, September 24, 2018.  
Adopt.

### 2.00 IN CAMERA DISCUSSION

#### 2.01 Student Issues

- Reports
- Trustee Inquiries

#### 2.02 Personnel Matters

- Reports
  - a) Confidential #1 – Personnel Report.
- Trustee Inquiries

**2.03 Property Matters/Tenders**

- Reports
- Trustee Inquiries

**2.04 Board Operations**

- Reports
- Trustee Inquiries

**3.00 PRESENTATIONS AND COMMUNICATIONS**

**3.01 Presentations for Information**

**3.02 Communications for Information**

- a) Correspondence from Shelley Syrota, Board Chairperson, Red River Valley School Division (RRVSD), September 11, 2018, sent to Ken Cameron, President, Provincial Executive, Manitoba School Boards Association (MSBA), copied to all Manitoba school divisions. Ms. Syrota writes that the RRVSD supports the Turtle Mountain School Division's letter dated June 6, 2018 regarding MSBA's membership fees and accumulated surplus. She notes that the RRVSD appreciates the services provided by MSBA but continues to struggle with the roughly 43% unrestricted surplus, and that it is their understanding that this unrestricted surplus is put in place because of "policy". She asks the MSBA to "think outside the box" and come up with a different way to be prepared for "terminal impacts". Ms. Syrota adds that the current government has forced school divisions to work more efficiently and believes it is only fair that school divisions ask the same of MSBA. (Appendix 'A')

**3.03 Communications for Action**

**4.00 REPORT OF SENIOR ADMINISTRATION**

**- From Report of Senior Administration**

- a) Review Report of Senior Administration – October 9, 2018.

**5.00 GOVERNANCE MATTERS**

**5.01 Reports of Committees**

- b) Finance and Facilities Committee Meeting M. Sefton
- a) Personnel and Policy Committee Meeting J. Murray

**5.02 Delegations and Petitions (Max. 15 minutes)**

**5.03 Business Arising**

- From Previous Delegation
- From Board Agenda
- MSBA Issues

**5.04 Public Inquiries (Max. 15 Mins)**

**5.05 Motions**

**5.06 Bylaws**

**Bylaw 6/2018**

**3<sup>rd</sup> Reading:**

That Bylaw 6/2018 being a bylaw of the Brandon School Division to authorize payment of indemnities and mileage to Trustees and repealing Bylaw 14/2017 passed on January 8, 2018 be now read for the second time, having been read for a second time on September 24, 2018.

**Bylaw 7/2018**

**2<sup>nd</sup> Reading:**

That By-law 7/2018 being a borrowing by-law in the amount of \$830,900 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

**School**

Harrison School

**Project**

Steam Heating System Replacement

Be now read for the second time, having been first read on September 24, 2018.

**3<sup>rd</sup> Reading**

That the rules be suspended and By-Law 7/2018 be now read for a third and final time, and taken as read, finally passed.

**5.07 Giving of Notice**

**5.08 Trustee Inquiries**

**6.00 ANNOUNCEMENTS**

- a) Parent/Guardian/Division Advisory Committee Meeting – 7:00 p.m., Wednesday, October 10, 2018, Boardroom.
- b) Finance and Facilities Committee Meeting – 1:00 p.m., Wednesday, October 17, 2018, Boardroom
- c) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Monday, October 22, 2018, Boardroom.

**7.00 ADJOURNMENT**



# BRANDON SCHOOL DIVISION

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 5:55 P.M., MONDAY, SEPTEMBER 24, 2018.

**PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mrs. P. Bowslaugh, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton, Mr. K. Sumner.

Mr. D. Labossiere, Secretary-Treasurer.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Ms. Elaine McFadzen, Acting Assistant Superintendent.

**REGRETS:**

Mr. P. Bartlette.

**CALL:**

The Chairperson called the meeting to order at 6:00 p.m. and referred to the Call.

The meeting had been called for the purpose of considering the following:

- a) Giving of Notice – Promissory Note By-Law 7/2018

**Mr. Kruck**

I hereby give notice that at the next Regular Meeting of the Board of Trustees, I, or someone in my stead, will introduce By-Law 7/2018 for the purpose of borrowing the sum of \$830,900 to meet partial costs for construction of the following:

**School**

Harrison School

**Project**

Steam Heating System Replacement

Ms. Bambridge – Mrs. Bowslaugh

That the meeting do now adjourn (6:02 p.m.).

Carried.

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Chairperson

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Secretary-Treasurer



# BRANDON SCHOOL DIVISION

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES, THE BRANDON SCHOOL DIVISION, HELD IN THE J. L. MILNE BOARDROOM, ADMINISTRATION OFFICE, 1031 - 6TH STREET, BRANDON, MANITOBA, AT 7:00 P.M. (Public), SEPTEMBER 24, 2018.

## **PRESENT:**

Dr. L. Ross, Chairperson, Ms. S. Bambridge, Vice-Chairperson, Mrs. P. Bowslaugh, Mr. G. Kruck, Mr. J. Murray, Mr. M. Sefton, Mr. K. Sumner.

Mr. D. Labossiere, Secretary-Treasurer, Ms. B. Sangster, Recording Secretary, Ms. T. Curtis, Live Streaming Video Operator.

Senior Administration: Dr. M. Casavant, Superintendent/CEO, Mr. M. Gustafson, Assistant Superintendent, Ms. Elaine McFadzen, Acting Assistant Superintendent.

## **REGRETS:**

Mr. P. Bartlette.

The Chairperson called the meeting to order at 6:03 p.m.

## **AGENDA**

### **1.00 AGENDA/MINUTES:**

#### **1.01 Approval of Agenda**

Senior Administration added three (3) items for In-Camera.

Mr. Kruck – Mr. Sefton

That the agenda be approved as amended.

Carried.

#### **1.02 Adoption of Minutes of Previous Meetings**

- a) The Minutes of the Board Meeting held September 10, 2018 were circulated.

Mr. Kruck – Mr. Sumner

That the Minutes be approved.

Carried.

Mr. Sefton - Mr. Murray

That the Board do now resolve into Committee of the Whole In-Camera. (6:05 p.m.)

Carried.

IN COMMITTEE OF THE WHOLE IN CAMERA**2.00 IN CAMERA DISCUSSION:****2.01 Student Issues****- Reports**

- a) Dr. Marc Casavant, Superintendent/CEO, provided information on a Student Matter.

**- Trustee Inquiries****2.02 Personnel Matters****- Reports**

- a) Confidential #1 – Personnel Report was presented.

**- Trustee Inquiries****2.03 Property Matters/Tenders****- Reports****- Trustee Inquiries****2.04 Board Operations****- Reports**

- a) The Secretary-Treasurer provided an update on a Board Operations Matter.
- b) The Secretary-Treasurer discussed a Board Operations Matter and received direction from the Board.

**- Trustee Inquiries**

Mr. Kruck – Mr. Sumner

That the Committee of the Whole In-Camera do now resolve into Board. (6:45 p.m.)

Carried.

The Chairperson called the public portion of the meeting to order at 7:00 p.m. with a traditional heritage acknowledgement and welcomed everyone in attendance.

**3.00 PRESENTATIONS AND COMMUNICATIONS:****3.01 Presentations For Information****3.02 Communications For Information****3.03 Communications For Action****4.00 REPORT OF SENIOR ADMINISTRATION**

The Superintendent/CEO provided highlights on the following items from the September 24, 2018 Report of Senior Administration:

- Administrative Information
  - Celebrations
    - Brandon School Division Professional Development Event – September 13 to 14, 2018
- Information Items
  - Manitoba Education and Training Correspondence

- Proclamation re: School Support Staff Recognition Week – September 17 – 21, 2018
- Proclamation re: Peace Days – September 15 – September 22, 2018
- Senior High School Graduation Rates – June 2018
- Presentations
  - Continuous Improvement at George Fitton School – G. McDonald, S. Baker, A. Greig, C. McCurry, K. Gordon, K. Bertram
  - Continuous Improvement Plan Data – M. Wilson

Trustees asked questions for clarification.

Trustee Ross thanked George Fitton School staff and Ms. Wilson for their presentations.

Ms. Bambridge – Mr. Sefton

That the September 24, 2018 Report of Senior Administration be received and filed.

Carried.

## **5.00 GOVERNANCE MATTERS**

### **5.01 Reports of Committees**

#### **a) Education and Community Relations Committee Meeting**

The written report of the Education and Community Relations Committee meeting held on September 17, 2018 was circulated.

Trustee Bambridge indicated that the time should be corrected on the minutes regarding when Mr. Gustafson arrived to the meeting. The Superintendent/CEO noted that the Assistant Superintendent did not attend the meeting.

Mrs. Bowslaugh – Mr. Kruck

That the Report be received and filed as amended.

Carried.

### **5.02 Delegations and Petitions**

### **5.03 Business Arising**

#### **- From Previous Delegation**

#### **- From Board Agenda**

#### **- MSBA Matters**

- a) Learning Opportunities 2018-2019
- b) Congratulatory Letter and Election Results Analysis – Minister Kelvin Goertzen
- c) Provincial Executive Highlights – September 10, 2018
- d) MB Ed Response re: 2018 Resolutions
- e) Letter to Honourable Bill Morneau, PC, re: Income Tax Act

### **5.04 Public Inquiries (max. 15 minutes)**

**5.05 Motions**

66/2018 Mr. Sumner – Mr. Murray

That, in accordance with Article 8 of the Collective Agreement between the Division and the Brandon Teachers' Association, a total of 3 (three) increments for the first 3 (three) years of experience and an additional 2 (two) increments for the remaining years of experience, providing a total of 5 (five) increments for work related experience be recognized for Ken Bryant.

Carried.

67/2018 Mr. Murray – Ms. Bambridge

That the Collateral Agreement and the Letter of Agreement between The Brandon Teachers' Association and The Brandon School Division with respect to the Extended Health and Dental Plan premiums for the 2018-2019 school year be approved; and the Chairperson and Secretary-Treasurer be authorized to sign same.

Carried.

**5.06 Bylaws**

Ms. Bambridge

**By-Law 6/2018****2<sup>nd</sup> Reading:**

That Bylaw 6/2018 being a bylaw of the Brandon School Division to authorize payment of indemnities and mileage to Trustees and repealing Bylaw 14/2017 passed on January 8, 2018 be now read for the second time, having been first read on September 10, 2018.

Carried.

Mr. Kruck

**By-Law 7/2018****1st Reading:**

That By-law 7/2018 being a borrowing by-law in the amount of \$830,900 upon the credit of the Division by the issue and sale of the security to meet partial costs for construction of:

**School**

Harrison School

**Project**

Steam Heating System Replacement

Be now read for the first time.

Carried.

**5.07 Giving of Notice****5.08 Trustee Inquiries****6.00 ANNOUNCEMENTS**

- a) Finance and Facilities Committee Meeting – 1:00 p.m., Tuesday, September 25, 2018, Boardroom.



- b) Personnel and Policy Committee Meeting – 3:00 p.m., Tuesday, September 25, 2018, Boardroom.
- c) Workplace Safety and Health Committee Meeting – 1:00 p.m., Tuesday, October 9, 2018, Conference Room.
- d) NEXT REGULAR BOARD MEETING – 7:00 p.m. (Public), Tuesday, October 9, 2018, Boardroom.

**7.00 ADJOURNMENT**

Mr. Kruck – Mr. Murray

That the Board do now adjourn. (8:03 p.m.)

Carried.

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Chairperson

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Secretary-Treasurer

*emailed to Josh  
9/12/18*



## RED RIVER VALLEY SCHOOL DIVISION DIVISION SCOLAIRE VALLÉE de la RIVIÈRE-ROUGE

233 Main Street N., P.O. Box 400, Morris, MB R0G 1K0  
Ph. 204.746.2317 • Fax 204.746.2785 • Email: [rrvsd@rrvsd.ca](mailto:rrvsd@rrvsd.ca)

### Appendix 'A'

September 11, 2018

Provincial Executive  
Manitoba School Boards Association  
191 Provencher Blvd  
Winnipeg, MB R2H 0G4

Attention: Ken Cameron, President

Dear Mr. Cameron:

On behalf of the Red River Valley School Division Board of Trustees, I am writing you this letter to support Turtle Mountain School Division's letter dated June 6, 2018 regarding MSBA's membership fees and accumulated surplus.

Although the Red River Valley School Division appreciates the services provided by MSBA, we continue to struggle with the roughly 43% unrestricted surplus. It is our understanding that this unrestricted surplus is put in place because of "policy". Perhaps it is time to review "policy" or make other arrangements. Is it time for the MSBA Executive to "think outside the box" and to come up with a different way to be prepared for "terminal impacts"? Could this be accomplished by getting a line of credit or a mortgage on the property? Proceeds from the sale of assets could be used to pay off the line of credit or mortgage.

The current government has forced school divisions to work more efficiently and to "think outside the box". I think it is only fair that school divisions ask the same of MSBA.

Yours truly,

Shelley Syrota  
Board Chairperson

C: All Manitoba School Divisions



# BRANDON SCHOOL DIVISION

## Report of Senior Administration to the Board of Trustees

October 9, 2018

### A. Administrative Information

#### I. CELEBRATIONS

##### 1. BRANDON SCHOOL DIVISION SUMMER FUN GOLF TOURNAMENT

The 2<sup>nd</sup> Annual BSD Summer Fun Golf Tournament was held on June 23, 2018. The Tournament raised \$1,550, which has been donated to the BSD Friends of Education Fund in support of the Acts of Kindness Scholarships.

##### 2. ORANGE SHIRT DAY

Many Brandon School Division schools participated in Orange Shirt Day. Next year, we will try to coordinate something with the Brandon Urban Aboriginal Peoples' Council and the City of Brandon, to have a week-long event with different activities on each day of the week.

#### II. STATISTICAL INFORMATION

##### 1. SEPTEMBER ENROLMENT REPORTING

Enrollment Reporting as of October 1, 2018

<u>SCHOOL</u>	<u>PROJECTED</u>	<u>ACTUAL</u>
Elementary Schools	6,089	6,045
High Schools	2,861	2,891
Total	8,950	8,936

*“Accepting the Challenge”*

### **III. COMMUNITY CONNECTIONS**

The following community connections were made by Dr. Casavant, Superintendent/CEO from September 19, 2018 to October 2, 2018.

- September 19, 2018 – St. Augustine School 50<sup>th</sup> Anniversary Celebration
- September 20, 2018 – Information Session for Trustee Candidates
- September 21, 2018 - School visit and meeting with School Leaders, Waverly Park School
- September 21, 2018 – School visit and meeting with School Leaders, École New Era School
- September 21, 2018 – School visit and meeting with School Leader, École O’Kelly School
- September 24, 2018 – Manitoba Education and Training information and discussion session
- September 25, 2018 – Divisional Leadership Team meeting
- September 26, 2018 – meeting with meeting with Dr. Heather Duncan and Dr. Alysha Farrell, Brandon University
- September 27, 2018 – School visit and meeting with School Leaders, Betty Gibson School
- September 27, 2018 – School visit and meeting with School Leaders, Earl Oxford School
- September 28, 2018 – School visit and meeting with School Leader, Green Acres School
- September 28, 2018 – School visit and meeting with School Leaders, Crocus Plains Regional Secondary School
- September 28, 2018 – School visit, J. R. Reid School
- September 28, 2018 – meeting with Ms. Lois MacDonald, Executive Director, Westman Immigration Services
- October 2, 2018 – School visit and meeting with School Leader, Alexander School

### **IV. SUSPENSIONS**

<u>SCHOOL</u>	<u>NO./STUDENTS</u>	<u>NO./DAYS</u>	<u>REASON</u>
High Schools	20 total	4 – 3 day	Drug and Alcohol Policy
		4 – 3 day	Assaultive Behaviour
		4 – 3 day	Unacceptable Behaviour
		2 – 5 day	Drug and Alcohol Policy
		1 – 5 day	Cyberbullying
		4 – 5 day	Unacceptable Behaviour
		1 – 30 day	Weapons

## **V. INFORMATION ITEMS**

### **1. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY**

For Information ..... M. Casavant

Vincent Massey High School submitted an off-site activity request for volleyball students, consisting of twelve (12) female students in grades 11 and 12, to make a trip to Regina, Saskatchewan from September 21 to September 22, 2018.

Mr. Bryce Ridgen, School Leader, Vincent Massey High School recommended this trip for approval. Dr. Marc D. Casavant, Superintendent/CEO has given approval for this trip.

### **2. VINCENT MASSEY HIGH SCHOOL OFF-SITE ACTIVITY**

For Information ..... M. Casavant

Vincent Massey High School submitted an off-site activity request for hockey students, consisting of twenty (20) male students in grades 10, 11 and 12, to make a trip to Halifax, Nova Scotia from November 8 to November 12, 2018.

Mr. Bryce Ridgen, School Leader, Vincent Massey High School recommended this trip for approval. Dr. Marc D. Casavant, Superintendent/CEO has given approval for this trip.

### **3. 2018/2019 PROFESSIONAL DEVELOPMENT PLAN**

For Information ..... K. Buchanan

Attached as Appendix A is a summary of Professional Development that has been planned for the 2018/2019 school year for our staff.

## **VI. PRESENTATIONS**

### **1. INDIGENOUS ELDER UPDATE**

For Information ..... K. Tacan

Mr. Kevin Tacan, Indigenous Elder, will provide an update on his current work with Brandon School Division.

### **2. CONTINUOUS IMPROVEMENT AT LINDEN LANES SCHOOL**

For Information ..... A. Voutier, M. Kendzierski, K. Duncalfe, A. Burtnack

Ms. Angela Voutier, Principal, Mr. Michael Kendzierski, Vice Principal,

Ms. Kristin Duncalfe, Teacher and Ms. Amanda Burtnack, Teacher, will present on Continuous Improvement initiatives in progress at Linden Lanes School.

**3. MANAGEMENT AND INFORMATION SYSTEMS TECHNOLOGY (MIST) UPDATE ON 8-YEAR PLAN**

For Information ..... B. Ewasiuk

Mr. Brent Ewasiuk, Director of Management and Information Systems Technology, will provide an update on the MIST 8-year plan.

## **B. Business Arising for Board Action**

### **I. INFORMATION FOR DISCUSSION AND CORRESPONDENCE**

#### **1. PERSONNEL REPORT**

For Information ..... K. Buchanan

Included in the agenda package as Confidential #1 is the Personnel Report, a listing of resignations and employment approved by the Superintendent/CEO and Secretary-Treasurer since the last meeting.

### **II. SENIOR ADMINISTRATION RESPONSE TO TRUSTEE INQUIRIES**

**This report from members of the Brandon School Division Senior Administration is submitted respectfully for your consideration, action, and information.**

**Dr. Marc D. Casavant  
Superintendent/Chief Executive Officer**

2018/2019 Professional Development Plan

Month	TEACHERS	SUPPORT STAFF
<b>Sept</b>	APPELS I (Francais) New Reading Recovery Teacher Training RR Teacher Development 9-12 Resource PLC K-8 Counsellor PLC Assessment Basic for RTI SMART Notebook	<b>Sept 13 &amp; 14- MANDATORY</b> Balancing Life and Home Working with Difficult People Defensive Driving First Aid/CPR PowerSchools- Admin Assistants Atrieve Basic Values/Goal Setting/Wellness Diversity and Culture Nutrition/Sleep/Movement
<b>Oct</b>	Everyone Matters Reading Strategies Running Records Training FCC Plan New Reading Recovery Teacher Training Reading Recovery Teacher Development K-8 Resource PLC 9-12 Counsellor PLC First Aid/CPR Sensitive Issues Training	Preventing Musculoskeletal Injuries Supporting Student Success: Social & Emotional Learning First Aid/CPR Conversation/Leadership/Mentorship It's My Voice: Communication Strategies for Students with Disabilities EIS Entry
<b>Nov</b>	NVCI Initial 2 Training Day Writing Strategies FI Approche Integree M-4 (Francais) APPELS Encore I (Francais) New Reading Recovery Teacher Training Reading Recovery Teacher Development 9-12 Resource PLC K-8 Counsellor PLC First Aid/CPR SMART Notebook	NVCI Initial 2 Day Training Atrieve Training De-Escalation Student Addictions Gender Identity with a EY Focus Team Building

<i>Month</i>	<i>TEACHERS</i>	<i>SUPPORT STAFF</i>
<b>Dec</b>	Heineman On-Demand FCC Plan (Francais) New Reading Recovery Teacher Training Reading Recovery Teacher Development K-8 Resource PLC 9-12 Counsellor PLC Office 365 Extension Bundle	None
<b>Jan</b>	Gr.3 Writing Rubrics New Reading Recovery Teacher Training Reading Recovery Teacher Development 9-12 Resource PLC K-9 Counsellor PLC SMART Notebook Class Notebook	None
<b>Feb</b>	Literature Sharing Gr. 1 Writing Assessment Team Gr.2 Writing Assessment Team FCC Plan (Francais) APPELS II (Francais) New Reading Recovery Teacher Training Reading Recovery Teacher Development K-8 Resource PLC 9-12 Counsellor PLC First Aid/CPR Office 365 Extension Bundle	None
<b>Mar</b>	EDI Input Gr.3 Writing Rubrics APPELS Encore II (Francais) New Reading Recovery Teacher Training Reading Recovery Teacher Development 9-12 Resource PLC K-8 Counsellor PLC	Supporting Autism Spectrum Disorder Students Understanding Student Behaviours/Support Students with Behavioural Challenges Disability Awareness LGBT2SQ+ Awareness & Inclusion with Senior Years Focus First Aid/CPR Atrieve Training Understanding FASD



<i>Month</i>	<i>Teacher</i>	<i>Support</i>
<b>Apr</b>	NVCI Refresher VTRA Level 2 Training Gr. 3 Writing Rubrics Gr. 1 Writing Assessment Gr. 2 Writing Assessment FCC Plan (Francais) French Language Portfolio (Francais) New Reading Recovery Teacher Training Reading Recovery Teacher Development K-8 Resource PLC 9-12 Counsellor PLC	NVCI Refresher
May	Gr. 3 Writing Rubrics Gr. 1 Writing Assessment Gr. 2 Writing Assessment French Language Portfolio (Francais) New Reading Recovery Teacher Training Reading Recovery Teacher Development 9-12 Resource PLC K-8 Counsellor PLC	Preventing Musculoskeletal Injuries Understanding Learning Differences Atrieve Training Understanding FASD Forced Migration Simulation First Aid/CPR
<b>Jun</b>	New Reading Recovery Teacher Training Reading Recovery Data Collection K-8 Resource PLC 9-12 Counsellor PLC	None



## BRANDON SCHOOL DIVISION

# Finance and Facilities Committee Minutes

Tuesday, September 25, 2018 – 1:00 p.m.  
Boardroom, Administration Office

Present: M. Sefton (Chair), G. Kruck, K. Sumner  
D. Labossiere, E. Jamora  
Guest: L. Ross

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### **1. CALL TO ORDER**

The Finance and Facilities Committee Meeting was called to order at 1:04 p.m. by Committee Chair Trustee Sefton.

### **2. APPROVAL OF AGENDA**

The agenda was approved as circulated.

### **3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY**

The Minutes of the June 19, 2018 meeting were received as information.

### **4. COMMITTEE GOVERNANCE GOAL ITEMS**

#### **A. BDO Canada LLP – June 30, 2018 Year-End**

Mr. Denis Labossiere, Secretary-Treasurer, reviewed the Client and Engagement letters from BDO Canada LLP regarding the June 30, 2018 Audit and answered Trustee questions.

#### **B. 2019-2020 Budget Preparations**

The Secretary-Treasurer reviewed the 2019-2020 Budget Schedule and discussed the suggested Committee Meeting dates of December 17 to 21, 2018 for Trustee Budget Requests to be reviewed and endorsed by Committees. The Committee agreed to the Budget timelines as presented, noting that Committee meeting dates will depend on the new Board.

The following Budget Dates were set at the August 30, 2018 Board Strategic Planning meeting:

- Thursday, February 21, 2019 – Budget Presentations
- Monday, February 25, 2019 – Budget Deliberations
- Monday, March 4, 2019 – Public Budget Consultation
- Monday, March 11, 2019 – Final Budget Approval
- March 15, 2019 – Deadline for submission of Special Levy to Municipalities
- March 31, 2019 – Deadline for submission of Final Budget to the Province of Manitoba

The Secretary-Treasurer reviewed the updated Trustee Budget Request form for 2019-2020, which takes into consideration motion 48/2017 and the revised Board Goals. Trustee Budget Requests are due by December 15, 2018, although it is recommended that the Budget requests be submitted as early as possible.

(Trustee Ross exited at 1:23 p.m., returned at 1:24 p.m.)

**C. Establish Stakeholder Questions regarding budget**

The Committee discussed the Stakeholder questions to be used regarding the 2019-2020 Budget. The questions will be provided to the Stakeholders prior to their meeting with the Finance and Facilities Committee.

The Committee also agreed to post the budget questions on the Brandon School Division website in November to receive feedback from the community.

**5. OTHER COMMITTEE GOVERNANCE MATTERS**

**A. Review Monthly Reports**

The Secretary-Treasurer reviewed the Schedule of Revenue, Expenses and Accumulated Surplus Variances, Accumulated Surplus Analysis – Operating Fund, and Capital Reserves documents.

The reports were accepted as circulated.

**6. OPERATIONS INFORMATION**

**7. NEXT REGULAR MEETING: Wednesday, October 17, 2018, 1:00 p.m., Boardroom.**

The meeting adjourned at 2:21 p.m.

Respectfully submitted,

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M. Sefton (Chair)

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G. Kruck

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K. Sumner

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P. Bartlette (Alternate)



# BRANDON SCHOOL DIVISION

## Personnel and Policy Committee

### Minutes

Tuesday, September 25, 2018 – 3:00 p.m.

Boardroom, Administration Office

Present: J. Murray (Chair), S. Bambridge, L. Ross  
M. Casavant, D. Labossiere

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#### 1. CALL TO ORDER

The Personnel and Policy Committee Meeting was called to order at 3:03 p.m. by Committee Chair, Trustee Murray.

#### 2. APPROVAL OF AGENDA

The agenda was approved as circulated.

#### 3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The May 8, 2018 Minutes were received as information.

#### 4. COMMITTEE GOVERNANCE GOAL ITEMS

##### A. PERSONNEL MATTER – IN-CAMERA

Mr. Denis Labossiere, Secretary-Treasurer, provided information on a Personnel Matter. Trustees asked questions for clarification.

##### B. PERSONNEL MATTER– IN-CAMERA

Dr. Marc Casavant, Superintendent/CEO, and the Secretary-Treasurer advised the Committee of a Personnel Matter. The Committee provided direction on how to proceed.

#### 5. OTHER COMMITTEE GOVERNANCE MATTERS

##### A. SUB COMMITTEE REPORTS – THE COMMITTEE RECEIVED AS INFORMATION AND REVIEWED THE FOLLOWING:

- Job Evaluation Review - NIL
- Support Personnel Labour/Management Committee – NIL
- Teacher Liaison Committee – NIL

#### 6. OPERATIONS INFORMATION

The Committee received as information and discussed the following:

- MSBA Collective Bargaining Update:
  - September 21, 2018
- MSBA – CPI, Unemployment Rate, Regional Trends update.
  - August 2018

- MSBA Salary Bulletins regarding:
  - NIL

**7. NEXT REGULAR MEETING: TBD**

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

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J. Murray (Chair)

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S. Bambridge

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L. Ross

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M. Sefton (Alternate)